

September 5, 2003

TO: Richard Davenport
Mark Johnson
Scott Olson
Denise Schlake
Dean Trauger
David Williams

FROM: Rosemary Kinne, Budget Officer

Re: FY04 INSTITUTIONAL EQUIPMENT AND FURNISHINGS LIST

We are asking that each division develop their FY04 Institutional Equipment and Furnishings list based on the criteria developed and approved in FY03.

The criteria for items to be listed on the Institutional Equipment and Furnishings list may include any or all of the following:

- Capital Asset worth \$5,000 or more and have a life of over three years
- Special emphasis on high technology
- Special emphasis on instructional equipment and classroom furnishings
- Equipment and projects supported in part by matching funds,
- Equipment and projects involving an institutional partnership among colleges or divisions
- Equipment and projects having a broad institutional impact.

Please consult with the Facilities Management department prior to submitting an item if their services will be needed.

Please work within your division to prioritize your lists based on the criteria listed above as these criteria will be used for evaluating the institutional priorities. This list should also include those equipment items you had submitted in FY03 that were approved, but not completed, that are still a division priority in FY04.

I have included a copy of the process that was approved by the President along with the form to be used in submitting your division Institutional Equipment and Furnishings list.

The timeline for submitting these lists to the Budget Office will be **September 30, 2003**. Please feel free to contact me if you have any questions at #3242. Thank you.

Cc: Carol Stallkamp, John Winkworth, Malcolm O'Sullivan, Sean McGoldrick